

Family Educational Rights & Privacy Act (FERPA) Notification

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. **The right to inspect and review the student's education records** within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. **The right to request the amendment of the student's education records** that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Reviewing, Expunging, and Destruction :

The school principal, or his/her designee, is responsible for the collection of information; maintenance and security of data; control of dissemination of information from student records; and the destruction of nonpermanent material in the records. Records are reviewed periodically to assure accuracy, currency, and completeness. Data which is no longer educationally useful and is not required for permanent retention is destroyed. This is accomplished at grades 5, 8, and 12, and/or the last year the student is in elementary, middle, and high school. Five years after the student has left the school system, many records designated as temporary (i.e. special services files) are purged and destroyed. Parents or eligible students may submit a written request to the school to obtain these materials prior to destruction.

Teachers may maintain additional information regarding your child such as work samples, data collection, and other similar information. This information is not kept as part of the student's cumulative record and is destroyed following the end of each school year.

Psychologists or other evaluators may maintain test protocols and other notes concerning assessments for your child. Those notes and protocols are destroyed after three years.

If possible, SCPS will provide a copy of this document in other languages or will provide an interpreter to translate the document. Requests for this service should be made through the student's school principal.

Si necesita ayuda interpretando este documento, pro favor illame el Director de la escuela.

(Rev May 2004)